16 JUN 1970

MEMORANDUM FOR: Director of Finance

ATTENTION : Deputy Director for Liaison and Planning

FROM : DD/S Support Services Staff

SUBJECT : Survey of Computer Financial Reports

REFERENCE : Memorandum from Director of Finance dtd 8 June 1970, same subj.

1. The following reports are used by the Support Services Staff Budget and Fiscal Officer: Answers to questions posed in the referenced memorandum (A-G) apply to each report listed.

> Program Status
> Status of Allotments and Property Authorizations
> Obligation Status
> Expense Obligation Summary
> Property Issues
> Schedule of Encumbrances
> Budget Expense (Confidential Payroll)
> Advances to Agency Personnel - Regular Rolls

A. The reports are used to verify and provide a record of obligations, expenditures, and encumbrances initiated by the Support Services Staff. This information is used by the BF Officer in preparation of budget estimates and in verifying obligations and expenditures for controlling fund allotments by element and FAN account.

B. Reports are received in time to accomplish the intended purpose.

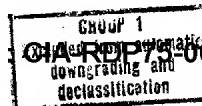C. Arrangement of the data is satisfactory.

D. The data reported is fully utilized.

E. No manual records are maintained to supplement the computer reports.

F. Data from the computer reports is not posted to any other records.

GROUP 1
Excluded from automatic downgrading and declassification

G. No additional reports are required. Top management is kept informed of funds status through staff meetings. No formal report is submitted.

2. The following reports received by the Support Services Staff are not actually required for funds management:

Six Month Obligation Status
Six Month Property Issues

The same data is provided monthly so the six month reports serve no particular need and further the summaries lack the detail of the monthly report which is required when checking a particular financial entry.

3. In the case of PRA, form 1642, Requisition Control Record is manually maintained in accordance with [   ].   25X1

4. As the DD/S Information Processing Coordinator, I am concerned that the questionnaire as presented may not produce the results desired. The responses to the questions prepared by our B & F Officer are, I believe, completely responsive to the questions. The responses say quite clearly that we like what we get and we want it to keep coming in exactly the same way we have always had it. I expect you will get the same responses from every other B & F Officer in the Agency and we will have to continue to produce every report we now produce plus new ones generated in response to question 3A. What we need to know is how much we have obligated, how much we have spent, and what we have left. If that information could be produced in one report monthly we would be very pleased. The number of reports and the form they take are of little concern to us. Perhaps the questionnaire should have raised a few questions such as "Would you be satisfied with a report that . . . ."

[   ]   25X1

Chief, Support Services Staff

DDS/SSS/RHW:skd (16 June 1970)

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